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GOVERNMENT OF ORISSA

HEALTH & FAMILY WELFARE DEPARTMENT

RESOLUTION

The 20th April 2006

SUBJECT –Transfer policy of State Cadre employees who belong to the Non-Gazetted (Group-‘C’) category.

It has come to the notice of Health & Family Welfare Department that the norms fixed for inter-district transfer of Group-C employees belonging to the State cadre are not being followed scrupulously causing undue hardship to the affected employees. Hence, in order to ensure efficient and responsible administration without causing undue hardship to the employees, Government have been pleased to lay down the following principles to regulate the transfer and posting of State Cadre employees of Health Department in consonance with the transfer policy enunciated by the G.A. Department from time to time.

1. A Transfer Committee comprising of Director of Health Services, Director of Family Welfare, Director of Medical Education & Training and Under Secretary to Government shall consider the cases of transfer of State Cadre employees during the general transfer session, i.e. between 15th April and 15th June subject to changes by the General Administration Department from time to time. Transfers after the aforesaid period up to 30th April next year may only be made with approval of the authority next above the prescribed authority.
2. Officials should ordinarily be transferred after completion of three years at a station. Officials who have not completed 3 years at a particular station should not ordinarily be disturbed except in public interest/exigencies of public service. Likewise officials who have not completed 3 years in a districts should not ordinarily be transferred to another district unless there are valid reasons to do so. Specific reasons for considering such transfers in public interest shall be placed before the Transfer Committee. The policy should be to transfer staff who have worked for more than 20 years/15 years/10 years/ 5 years at a particular station. A decision on tenure (20 years, 15 years, 10 years or 5 years) to effect transfers shall depend upon the number of employees that will be affected. It will not be prudent to transfer a large number of employees in one year .

The number of transfers should be reasonable and the Transfer Committee shall take a judicious view on this. Efforts shall be made to transfer who have worked at particular stations for long durations. A start shall be made from longest tenure downwards .

3. Transfer of officials on administrative ground shall be the barest minimum
4. As far as possible, representations of the Government servant for transfer should be favourably considered keeping in view the guidelines on transfer. When a transfer is made on the request of employees concerned, no Transfer T. A. would be payable.
5. As per the O.C.S. (Government Servant Conduct) Rules, a Government servant is not supposed to exert extraneous pressure for his/her transfer. He /She should file representations through proper channel at the appropriate time for consideration .
6. An official who is transferred should be relieved within 7 days of receipt of transfer order. Leave should not ordinarily be granted to the officials under order of transfer. The transferee should join his/her place of posting immediately. Officials working in the KBK districts shall be relieved only after their substitutes join .

By order of the Governor

R. C. BEHERA

Special Secretary to Government